



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: JANUARY 12, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE MANAGER**

**SUBJECT: RECOMMEDATION TO APPROVE A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT TO BIO AQUATICS TO PROVIDE DAILY MAINTENANCE SERVICES TO CALABASAS LAKE AND LAKE EQUIPMENT REPAIR OR REPLACEMENT IN AN AMOUNT NOT TO EXCEED \$1,260,000.00.**

**MEETING**

**DATE: JANUARY 25, 2023**

---

**SUMMARY RECOMMENDATION:**

Recommedation to award a five year Professional Services Agreement (PSA) to Bio Aquatics to provide daily maintenance services to Calabasas Lake and lake equipment repair or replacement in an amount not to exceed \$1,260,000.00.

**BACKGROUND:**

Calabasas Lake is a man-made structure. It is 20 acres, has a depth of approximately 4 ½ feet deep, and when filled to capacity, retains approximately 20 million gallons of water.

Calabasas Lake has continued to have the same maintenance contractor (Marine Biochemists) since 1993. In 2021/2022 the maintenance contractor, Marine Biochemists was acquired by Solitude Lake Management. During this time, City

staff reached out several times to request an on-site meeting with new management. The City received no response.

In August of 2022 after discussions with senior management, it was determined the best option was to award a new Professional Services Agreement for the Lake Maintenance. Therefore, we requested that the City Attorney have new specifications prepared for the Request for Proposal (RFP). Since the agreement was expiring October of 2022, the City made arrangements with another maintenance contractor for temporary emergency services during the process.

The new Professional Services Agreement will be for five (5) years with only the possibility of a CPI increase.

**DISCUSSION/ANALYSIS:**

The scope of this contract consists of, but is not limited to, on-going maintenance services seven days a week, emergency call service, replacement of equipment and as needed repairs for Calabasas Lake. Some of the equipment that contributes to the additional cost for repair and/or replacement consist of lake aeration equipment, electrical equipment, pumps and other miscellaneous parts. This work is billed on a Time and Material (T&M) basis. Based on past history, this cost is not anticipated to exceed \$30,000.00 per year.

Since this contract is maintenance work and not a Capital Improvement Project, the City is not required to award the contract on the basis of the lowest bid, but will make an award in the best interest of the City and within available budgets after all of the factors had been evaluated.

On December 1, 2022, the RFP was made public. On December 7, 2022, a mandatory information session was held and a tour of the lake was provided. All proposal packets were due on December 16, 2022. The proposers were: Bio Aquatics Lake Management, Clean Lakes Inc., and Solitude Lake Management dba Marine Bio.

Below are the results from the RFP:

	<b>Monthly Cost</b>	<b>Annual Price</b>
Bio Aquatics Lake Management	\$18,500.00	\$222,000.00
Clean Lakes, Inc.	\$22,769.69	\$273,236.31
Solitude Lake Management (Marine Bio)	\$29,199.73	\$350,396.76

After review and discussion with senior management and discussion with Calabasas Park Homeowners Association (CPHA) management, it was determined that Bio Aquatics Lake Management at this time would be the best company to award a Professional Services Agreement.

Below is the annual maintenance calculation plus additional repairs and replacement cost and the total price for five years:

	<b>Annual Maintenance Cost</b>	<b>Five Year Price</b>
Annual Calabasas Lake General Maintenance	\$222,000.00	\$1,110,000.00
Additional Repairs & Equipment Replacement Cost Based on Past History	\$30,000.00	\$150,000.00
	<b>Total Price Not Exceed</b>	<b>\$1,260,000.00</b>

**FISCAL IMPACT/SOURCE OF FUNDING:**

The funding will come from Ad Valorem tax monies which is a local general tax generated in addition to the general fund tax. This is a tax generated from and for the benefit of the parcel owners of record within a certain, specified boundary. The funding for the Calabasas Lake Maintenance and Additional Repairs & Equipment Replacement come from existing budgeted Fund 326- LMD #21 – Ad Valorem/Common Benefit Area No.1 monies.

**REQUESTED ACTION:**

Recommendation to award a five year Professional Services Agreement to Bio Aquatics Lake Management to provide daily maintenance services to Calabasas Lake and Lake equipment repair or replacement in an amount not to exceed \$1,260,000.00.

**ATTACHMENTS:**

Exhibit A – Correspondence from CPHA Property Manager, Ida Worth of Ross Morgan & Co., Inc.

Exhibit B – Professional Services Agreement

Exhibit C – Boundary Map LMD/Zone 21